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ABSTRACT

A modification of a University of Michigan form, this survey form is designed to obtain information on a freestanding library unit for preservation. The questionnaire covers the following areas: (1) library facility construction--e.g., primary building materials, characteristics of the foundation and roof, recent problems; (2) heating and cooling systems--e.g., proximity of library materials to heating and cooling sources, incidence of dampness and mold; (3) plumbing--e.g., proximity of library materials to pipes, water leaks; (4) security--e.g., types of security systems, incidence of break-ins, security awareness programs; (5) fire hazards--e.g., staff familiarity with alarms and extinguishers, electric problems, flammable materials stored in the building; (6) collections--e.g., location of stacks in relation to walls, proximity of stacks to automated sprinkler runoff; and (7) disaster planning--e.g., availability of up-to-date floor plans, master electrical switches, evacuation plans and staff emergency teams. (SD)

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PRESERVATION BUILDING SURVEY FORM FOR FREESTANDING LIBRARY UNIT

by

Susan M. Huff

December 1990

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SHADEK-FACKENTHAL LIBRARY
FRANKLIN & MARSHALL COLLEGE
LANCASTER, PA 17604-3003

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Preservation Building Survey Form for Freestanding Library Unit

[Note: The following is a modification of the University of Michigan survey form (see ACRL/OMS *Preservation Manual*. 1987) based, in part, upon comments by Evelyn Frangakis, Preservation Consultant, and by local insurance specialists.]

A: BUILDING CONSTRUCTION

A1. Describe type of primary building material (brick, concrete, etc.):

_____

_____

A2. a. Foundation: visible water stains? yes____ no____

b. If yes, describe location and extent of stains:

_____

_____

c. Cracks? yes____ no____

d. If yes, describe location and extent of cracks:

_____

e. Evidence of seepage ? yes_____ no_____

f. If yes, describe location and extent of seepage:

_____

_____

g. Most recent problem (describe any damage and give date of occurrence)

_____

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A2. h. Are collections stored in basement areas? yes____ no____

A3. a. Roof: type of building material_____

			Condition: good	needs repair
b. flat roof?	yes____	no____	_____	_____
c. skylights?	yes____	no____	_____	_____
d. lightning arrestors?	yes____	no____	_____	_____
e. drains/eaves?	yes____	no____	clear_____	clogged_____

f. evidence of leakage through ceilings? yes____ no____

If yes, where? _____

_____

g. most recent leak? (date)_____

h. extent of damage to collections_____

_____

i. Is there transmission equipment located on roof? yes___ no___

j. If yes, describe: _____

_____

k. Is equipment properly anchored? yes____ no____

A4. a. Do you experience any ongoing problems related to the building structure not mentioned above?

yes____ no____

b. If yes, please describe:

_____

_____

A5. a. Does the building abut or is it adjacent to other buildings? (exposure to fires from those buildings)

yes_____ no_____

A5. b. If yes, at what compass direction(s) is the other building(s) located in relation to the library?

_____

_____

B: HEATING AND COOLING SYSTEMS

B1. a. How is heating achieved in your building? Describe your system in mechanical terms (steam, forced air, etc.):

_____

_____

b. Does it maintain a relatively stable temperature? yes___ no___

c. If no, list consistently over/under heated areas of building:

_____

_____

d. How is air circulation achieved? Where are the vents?

_____

_____

e. Is the circulation adequate? yes____ no____

f. If no, explain and list locations: _____

_____

_____

g. How old is the system?_____

_____

h. Where are the heating sources [e.g. furnaces, etc.] located?

_____

i. Are library materials nearby? yes____ no____

B1. j. If yes, give location(s): _____

_____

k. How often does it undergo routine (preventive) maintenance?

_____

_____

l. Who does the maintenance work?_____

_____

m. Are there any chronic problems related to the heating/circulation system? (e.g. chronic dryness/dampness, frequent breakdowns)

yes____ no____

n. If yes, please explain and list locations: _____

_____

_____

B2. a. How is cooling achieved in your building? Describe the system in mechanical terms (forced air, water-cooled, etc.):

_____

_____

b. Does the cooling system maintain a relatively stable temperature?

yes____ no____

c. If not, list consistently under/over cooled areas of the building:

_____

_____

d. How is air circulation achieved? _____

_____

e. Is it adequate? yes____ no____

f. If no, describe and give location(s):_____

_____

B2. g. Does your building have its own cooling system?

yes____ no____

h. How old is the system?_____

_____

i. Where are the cooling sources located? Are library materials nearby?

_____

_____

j. How often does it undergo routine (preventive) maintenance?

_____

_____

k. Who does the maintenance work?_____

_____

l. Are there any chronic problems related to the cooling system? (leaking or sweating registers, excessive dryness/dampness, etc.)

yes____ no____

m. If yes, please explain and list location(s):_____

_____

_____

B3. a. Is your HVAC equipment designed to maintain a constant environment?

yes____ no____

b. If yes, does it do so?_____

_____

B4. a. Have you experienced excessive dampness leading to mold?

yes____ no____

B4. b. If yes, please explain, giving date of occurrence and location of affected materials at the time of the problem:

_____

_____

B5. a. Have you had problems as a result of <u>not</u> having a cooling system, such as heavy deposits of dirt on materials due to open windows or leaves of books sticking together due to moisture absorbed by the paper, etc.?

yes____ no____

b. If yes, please give examples_____

_____

_____

_____

C. WATER

C1. a. Have there been any recent problems related to the plumbing in your building?

yes____ no____

b. If yes, please explain, giving location(s) and date(s) of occurrence(s):

_____

_____

C2. a. Have you ever experienced leakage around windows or doors after rain or snow?

yes____ no____ [see also A3]

b. If yes, please explain, giving dates and locations of occurrences:

_____

_____

C3. a. Are there water pipes running through collection areas?

yes____ no____

b. If yes, where?_____

_____

C3. c. Have you ever experienced leaks attributable to those pipes?

yes____ no____

d. If yes, please explain, giving dates and locations of occurrences, and describe any damage to collections resulting from the leaks:

_____

_____

C4. a. Where are the janitor's closets that have plumbing located in the building?

_____

_____

b. Are rags and cleaning supplies kept in the janitor's closets?

yes____ no____

c. Are there any collections next to or under these closets?

yes____ no____

d. If yes, give locations: _____

_____

_____

D: SECURITY

D1. a. Does your building have any of the following on site?

	yes	no	last date inspected
Burglar alarms	_____	_____	_____
Window locks	_____	_____	_____
Door locks	_____	_____	_____
Motion sensors	_____	_____	_____
Central monitoring facility	_____	_____	_____

		yes	no	last date inspected
D1. (cont.)	"Hotline" telephones (direct line to security)	_____	_____	_____
	Security guards	_____	_____	_____

b. If yes, are the above regularly maintenanced, inspected, trained?

_____

_____

D2. Are staff members aware of the type of systems in your building?

yes____ no____

D3. Can all staff gain entry to the building after hours? yes____ no____

D4. a. Are master keys issued to staff as a matter of course?

yes____ no____

b. Are they collected upon termination? yes____ no____

D5. a. Is security system adequate to protect high security areas (e.g., rare books, computer equipment, etc.)?

yes____ no____

b. If no, list vulnerable areas:_____

_____

_____

D6. a. Have there ever been unauthorized break-ins, burglaries?

yes____ no____

b. If yes, where and when?_____

_____

_____

D7. a. Is there an institutional-wide security office? yes____ no____

D7. b. If yes, does that office conduct security awareness programs and/or train staff in security procedures?

yes____ no____

c. Does that office have written security guidelines? yes____ no____

d. Are copies located in the library and if so, where?

_____

_____

E: FIRE HAZARDS

Note - The questions in this section should be supplemented by:

National Fire Protection Association. "Fire Safety Inspection Form for Libraries." in *NFPA 910 Recommended Practice for the Protection of Libraries and Library Collections*. 1985. pp. 22-24.

E1. a. Does your building have any of the following?

	yes	no	last date inspected
Fire alarms	_____	_____	_____
Heat sensors	_____	_____	_____
Smoke sensors	_____	_____	_____
Automatic Extinguishing System	_____	_____	_____
Portable extinguishers	_____	_____	_____

b. If yes, are the above regularly maintenanced or inspected?

_____

_____

c. Do any of the fire alarms go directly to a municipal fire service?

yes____ no____

E2. What kind of extinguishers are in your building? (portable and/or automatic)

_____

_____

E3. a. Are staff members aware of the type of extinguishers?

yes____ no____

b. Are they aware of locations for all portable extinguishers?

yes____ no____

c. Is the staff trained in the use of portable extinguishers?

yes____ no____

d. Are they aware of locations for all fire alarm boxes?

yes____ no_____

E4. a. Do you conduct regular fire drills? yes____ no____

b. If yes, frequency of drills: _____

c. Does the fire department come out to conduct fire drills and teach staff to use portable extinguishers?

yes____ no____

d. If no, who does the training?_____

_____

E5. a. Have you previously had electrical problems in your library (smoking outlets, "browning" or power surges)?

yes____ no____

b. If yes, please explain:_____

_____

_____

c. Did any of the problems result in an electrical fire?

yes____ no____

d. If yes, date of occurrence_____

E5. e. Were library materials affected? yes____ no____

f. If yes, to what extent?_____

_____

g. Do you have an adequate number of outlets and do they have enough wattage for your needs?

yes_____ no____

h. If no, how do you cope with the situation?_____

_____

i. Are the outlets grounded? yes____ no____

E6. a. Do you have dependably regular trash collection within your library?

yes____ no____

b. How often are wastebaskets emptied?_____

c. How often is your library's dumpster emptied?_____

d. Are there areas inside your building where trash builds up before collection?

yes____ no____

e. where?_____

f. How much?_____

E7. a. Are flammable materials used in your building? yes____ no____

b. If yes, what kinds?_____

_____

c. How and where are they stored?_____

_____

d. What is the method of disposal and frequency?_____

_____

E8. a. Do you have a book drop built into the exterior wall?

yes____ no____

E8. b. If yes, have you ever had flammable materials dropped into it? (please explain):

_____

_____

c. Any other type of vandalism of the book drop?_____

_____

d. Is the book drop ever locked? yes____ no____

e. If so, when: _____

f. Is there a designated smoking area in the building?

yes____ no____

g. If yes, are there collections adjacent / nearby? yes____ no_____

h. Is the room equipped with heat sensors? yes____ no____

F: COLLECTIONS

F1. a. Do any of your stack ranges sit directly next to an interior stability flue action wall?

yes____ no____

b. If yes, do books or other materials rest within 2 inches of that wall?

yes____ no____

c. If yes, please identify location and give an estimate of the numbers of volumes involved:

_____

_____

F2. a. Do any of your stack ranges sit directly next to an exterior wall?

yes____ no____

b. If yes, do books or other materials rest within 12 inches of that wall?

yes____ no____

F2. c. If yes, please identify location and give an estimate of the number of volumes involved:

_____

_____

F3. a. Do you have any works of art or other materials hung on exterior walls?

yes____ no____

b. If yes, please identify location and give an estimate of the numbers and types of items involved:

_____

_____

F4. Are there any collections stored in the path of (or near) planned automated sprinkler runoff (deluge)?

yes____ no____

F5. a. Are there any compact storage areas? yes____ no____

b. If yes, are they located in areas having automatic fire detection and suppression systems?

yes____ no_____

G: PLANNING FOR DISASTER

G1. a. Do you have up-to-date floor plans for your building?

yes____ no____

b. If yes, are they clearly marked with locations of:

	yes	no
Fire extinguishers?	_____	_____
Fire alarms?	_____	_____
Emergency exits?	_____	_____
Telephones?	_____	_____

		yes	no
G1. (cont.)	Master switches for electricity?	_____	_____
	Water main shut-off?	_____	_____
	Collections to be salvaged ?	_____	_____

G2. a. Do you have a staff/patron evacuation plan? yes____ no____

b. If yes, is it up-to-date? yes____ no____

c. Are all staff aware of their roles in the event of a fire, bomb threat or other emergency?
yes____ no____

d. Are floor plans with emergency exit routes posted in public areas of your library?
yes____ no____

e. Have you formed an emergency team of library staff?
yes____ no____

G3. a. Are essential files, computer software, and library catalog, etc., duplicated and stored off site?
yes____ no____

b. If yes, give location(s):_____

_____

attachments:

floor plan indicating fire safety and suppression equipment
floor plan indicating priority order of salvaging collections
floor plan indicating electrical master board and water cutoff
emergency team names and telephone numbers

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